


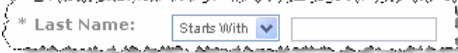


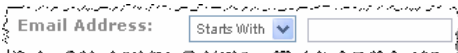




The following steps allow you to identify your supervisor in AgLearn. This is necessary for SF-182 and IDP approvals, as well as for allowing supervisors to manage and be aware of subordinates' training needs and progress.

Step	Action	Look For
1.	Login to AgLearn as a User by clicking the Login link shown under Student at the left of the splash page.	
2.	Click Profile on the menu immediately below the main top menu.	
3.	Click Select next to the Supervisor field.	
4.	Enter your supervisor's last name in the Last Name field.	
5.	If your supervisor has a relatively common last name, enter your supervisor's first name to limit the number of names found.	
6.	Verify that the Agency by ID field shows your agency and any relevant sub-agency information (e.g., RD-STATES-MA, NRCS-STATES-WEST-CO). If the information in this field is incorrect, or you are not sure, replace it with your agency's commonly used acronym (FSA, CSREES, OIG).	
7.	For a more precise search, you may enter your supervisor's e-mail address in the Email field. (Note: You can also search only your supervisor's email address and last name.)	
8.	Select Search .	
9.	Use the Select link to choose your supervisor from the list of search results.	
10.	Select Apply Changes from your Profile page.	